

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Financial Information Database (FID) Transportation Expenditure Report (Form SE-4094) User's Guide

Fall 2007

Questions?
Contact: 517.335.0505
E-mail: CEPI@michigan.gov



Table of Contents

Getting Started	3
SE-4094 District-Level Access.....	7
SE-4094 ISD Level Access.....	12

Getting Started

FID Help Resources

Before using the application, authorized users should familiarize themselves with the various help resources available. To download these help documents, please go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. A submenu will appear, from which you will click on "Financial Information Database." Be sure to check this page occasionally, as you will always find the most up-to-date information here.

Chart of Accounts. The FID supports submission of district financial data using account codes compliant with the Michigan School Accounting Manual Chart of Accounts. This submission process provides a level of financial data that facilitates compliance reporting and will facilitate informed decision-making at the school, state and federal levels.

A link to the Michigan Public School Accounting Manual Chart of Accounts is available in the publications section of the Office of State Aid and School Finance on the Michigan Department of Education Web site at www.michigan.gov/mde. The Chart of Accounts is contained within the "Appendix - Definitions for Accounting Codes," located on the Manual page. It is also available under the "Quick Links" section of the FID Web page.

Application Start-Up and Security

To become an authorized user of the FID Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to www.michigan.gov/meis. Click on the MEIS logo. On the next screen, click on **"Create an MEIS Account."** You may also follow the MEIS link on the FID Login screen.

Once you have an MEIS account, you need to download the FID Security Agreement. From the FID home page, click on the "FID Security Agreements" link in the pink box titled "Upload FID Data to CEPI." For an individual who is replacing an authorized user, you will need to complete and return a Removal Request Form to have that person's permissions to the FID and any other CEPI application(s) removed.

Updating MEIS Information. If at any time your contact information should change, be sure to make the necessary updates in your MEIS account. It is important that this information is accurate to ensure that authorized users receive communications sent by CEPI. Follow these steps to update your MEIS account:

1. Go to www.michigan.gov/meis.
2. Click on the MEIS logo.
3. Log in to the application.
4. Select "Edit Personal Information."
5. Enter your new e-mail address in the specified field and click **Save**.

If you experience problems with your MEIS account or password while using the application, please contact the DIT Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

In order to access the application, you have to launch the application from your Internet browser. Click the "FID Application" link located in the pink "Upload FID Data to CEPI" box. When launched successfully, you will see the FID Login screen. Enter your MEIS User Name and Password and click **OK** to enter the application.

Center for Educational Performance & Information

Michigan.gov
An Official State of Michigan Web Site

Date: 07-31-2007

Financial Information Database (FID)

Each fall, districts use the Center for Educational Performance and Information's Financial Information Database application to submit information from their annual financial reports, balance sheets, revenues, district expenditures and school expenditures. In order to access the FID, you must hold a valid MEIS account and have submitted a FID security agreement form signed by your Superintendent.

To obtain a MEIS login id, please [click here](#).
Download a FID Security agreement, [click here](#).

MEIS Login

User Name :

Password :

Enter MEIS User Name and Password

Security Access Information

System Logs Out User. The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again.

Entering the application for the first time. If you are logging in to the FID for the first time or you have not confirmed your user profile, the application will display your user profile details. This screen allows a user to verify and update his/her profile information as required (this information is separate from your MEIS account). Should you need to change any of your information in the future, this screen is located in the Data Collection menu. Please note that this screen will continue to be displayed at log in until the User Profile information is confirmed.

Update User Profile	
Please update your information and click OK to save.	
User Name :	SmithSam
Display Name :	Sam
First Name :	Smith
Last Name :	Sam
Contact Phone :	333-444-5555
Contact Email :	ssmith@district.com
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Welcome screen. If you have logged in to the FID before and confirmed your user profile, the application will display the "Welcome Page." This screen displays a salutation with the user's display name as entered in the User Profile.

FID Welcome Page

Hello Sam ,

Welcome to the FID (Financial Information Database) Application.

You may begin using the application by selecting menu options from the top menu bar.

If you wish to view or change your User Profile, please [click here](#).

If you have any problem accessing the application, please contact **CEPI Customer Support** at **517-335-0505** or at CEPI@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Menus. The gray toolbar located under the CEPI banner contains links to help users navigate and download additional help resources.

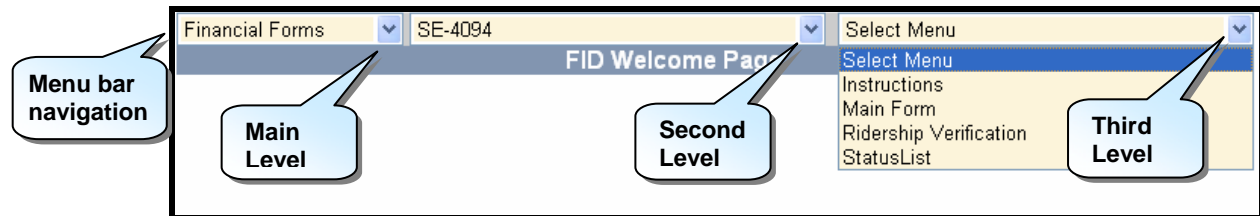
- **FID Home** – Use this link to return to welcome screen.
- **FID FAQs** – Use this link to view the Frequently Asked Questions. (Acrobat Reader required.)
- **Contact CEPI** – Use this link to open a new page that lists CEPI contact information.

NOTE: If you have specific questions regarding the use of the application, please send an e-mail message CEPI Customer Support [CEPI@michigan.gov] or call 517-335-0505. Please include your name, district code, district name, telephone number with area code and extension, the name of the CEPI application, and your specific questions.

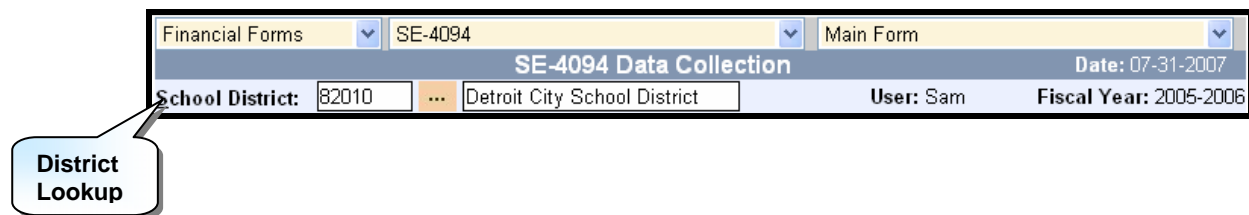
- **FID User's Guide** – Use this link to view the User's Guide (Acrobat Reader required.)
- **Logout** – Use this link to log out of the application.

The menu bar located on the top of each screen is the application menu. Navigation through the application is accomplished through a series of dropdown menus, divided into hierarchical levels. A selection in one menu will determine which functions are presented in the next menu.

Financial forms users will have one option at the main level, "Financial Forms," and one option at second level, "SE-4094." When reporting features are added, they will be available from the first drop-down menu. To make a selection at this level, click on the down arrow and then highlight the required option. Once a function has been selected from the first dropdown list, the second dropdown list will become active, and so forth. Follow the same procedure as before to highlight the desired function. Refer to the respective sections for details on each function and user instructions.



School District Information. Some users may have form access for multiple districts. The School District Control acts as a toolbar providing information regarding the school district. By utilizing the look-up button ... these users can navigate from one district's form to another. This is a display-only field for users with single-district access.



SE-4094 District-Level Access

The financial forms function of the FID is role based. This section of the User's Guide describes functions available to district-level users of the SE-4094 form.

The electronic submission of the transportation expenditure report is designed to mimic the traditional method of submission wherein an individual within a district enters data and submits the form to the ISD. A representative of the ISD then reviews the data, decides if changes are required, and when satisfied, completes the final submission to the state.

To access the SE-4094 form in the application, select "Financial Forms" from the first drop-down menu and "SE-4094" from the second drop-down menu. This enables the third drop-down menu from which you will select "Instructions" to begin your submission process.

Instructions Screen

As the name implies, the instruction screen provides the basic instructions for the submission of the transportation expenditure data and should be reviewed before data entry work begins. This screen also provides a reminder of the submission deadlines and allows the district user to indicate that the district does not operate transportation services.

Contact Information. Located throughout the SE-4094 is a text box requesting the name and phone number for the individual who should be contacted for questions concerning the form data. These are required fields and will produce an error message if you attempt to save with these data missing.

Users with districts that operated transportation services during the previous school year should complete the contact information, review the instructions and click the **Continue** button in the lower right-hand corner of the screen to move on to the main form.

Districts that do not operate any transportation services, check this Box ☐ , and click the appropriate button below.

Check here if no transportation services

Contact Info (Required)

Name

Phone Number

Enter contact name and phone number.

No Transportation Services. Districts that did not operate transportation services during the school year are not required to complete the form but must inform the state of this fact.

To indicate that your district did not operate any transportation services during the school year, click on the check box in the declaration sentence. When this box is checked, a **Submit** button is present in the lower right-hand corner of the screen. Upon clicking button the screen will be locked and the "no transportation services" indication will be submitted to the ISD. The "Submission Status" box will update to reflect this change. After your ISD has reviewed the information and completed the submission to the state, your status will be updated to reflect that change.

SE-4094 Form

After clicking the **Continue** button, users will be taken to the SE-4094 main form. The form can also be accessed directly through the menu by clicking on "Main Form" from the third drop-down window.

Submission Status. The SE-4094 form will appear as shown on the following page. Located on the top of the screen is an indicator that displays the current submission status of the form. Your submission status will fall into one of the categories listed below:

- | | |
|---------------------------------|---|
| • Incomplete | Indicates that no data have been entered and saved |
| • Data Saved | Indicates data have been entered and saved |
| • Submitted to ISD | Indicates data have been submitted to the ISD for review |
| • Submitted to CEPI | Indicates ISD submitted district data to CEPI. |
| • Returned to District by ISD | Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed. |
| • Returned to District by State | Indicates state user has unlocked the form to allow district user to make changes before submission can be completed. |

At any point in the submission process, you can check on the status of your district's submission. In addition, holding the cursor over the submission status text, will allow you to review the status history of the district's submission.

The screenshot displays the SE-4094 Data Collection form. At the top, the title "SE-4094 Data Collection" is centered. Below it, the "School District" field shows "82055" and "Grosse Pointe Public Schools". A callout box points to the "Submission Status" text, which says "Data Saved", and notes that hovering the mouse over it shows the status history. The status history box shows "Data Saved 7/31/2007 Smith Sam". Below the status bar, there is a checkbox with the text: "By checking this you are allowing your ISD to edit and submit data for you but if you do not check this box, your ISD may only submit your data to the state exactly as you submit it to them." A callout box points to this checkbox, stating: "OPTIONAL: Check here to allow your ISD to EDIT your data". Below the checkbox, a green message says "SE-4094 Data was successfully saved" with a link "View Allowable COA". To the right, another callout box points to the "View Allowable COA" link, stating: "System generated messages and link to the Chart of Accounts." At the bottom, there is a "Contact Info (Required)" section with fields for "Name" (filled with "Sam") and "Phone Number" (filled with "123-456-7890").

Also located in the submission status box is a checkbox that, when checked, will grant write access to the ISD-level user(s) for your ISD. Granting write access to the ISD is optional and it is up to the local district user to determine whether or not this appropriate. Write access is granted instantaneously upon clicking the checkbox. **Warning:** Be sure to save any data entered before clicking this option. Clicking the button refreshes the screen and any unsaved data will be lost.

Informational messages generated by the system will appear directly below the submission status window, as well as a link to a copy of the allowable Chart of Accounts document.

The contact information box will be populated with the information as entered on the instruction screen. This information can be changed at any time; however, if the data are removed, an error message will be generated when you attempt to save.

Transportation Expenditure Report Form (SE-4094)

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
1000 - Salaries								
1	1160 Supervision	10.00	21000	10.00	2000			23,000
2	1610 Bus Driver	15.00	3000	15.00	4000	0.00	0	7,000
3	1620 Secretarial/Clerical	20.00	5000	10.00	3000			8,000
4	1630 Aides	0.00	0	0.00	0	0.00	0	0
5	1550 Other Support	0.00	0	0.00	0			0
6	TOTAL SALARIES	45.00	29,000	35.00	9,000	0.00	0	38,000
7	2000 Employee Benefits		0		0		0	0

Gray colored cells auto-calculate values based on your entries.

Line and column numbers are links that open instructional text.

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		No Of Veh	Expenditure	No Of Veh	Expenditure	No Of Veh	Expenditure	
		(1)	(2)	(3)	(4)	(5)	(6)	
3000/4000 - Purchased Services - Non-Vehicle Related Costs								
8	32xx Local Expenses		0		0		0	0
9	34xx Telephone/Postage		0		0			0
10	38xx Other Utilities		0		0			0
11	55xx Other Non-Veh Purch Serv		0		0			0
12	TOTAL NON-VEH RELATED P/S		0		0		0	0
		No of Veh		No of Veh		No of Veh		
13	3310 Pupil Trans Common Carrier	0	0	0	0	0	0	0
14	3330 Pupil Trans Family Veh Cost	0	0	0	0	0	0	0
15	3310 Pupil Trans Taxi Cab	0	0	0	0	0	0	0
16	3930 Pupil Trans Fleet Insurance	0	0	0	0	0	0	0
17	4230 Contracted/Leased Buses	0	0	0	0	0	0	0
18	4xxx Other Vehicle Related Costs		0		0		0	0
19	TOTAL VEHICLE RELATED P/S		0		0		0	0

LINE	Account Code Description	Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
		Expenditure		Expenditure		Expenditure		
		(1)	(2)	(3)	(4)	(5)	(6)	
5000 - Supplies								
20	5710 Gasoline/Fuel		0		0		0	0
21	5710 Oil/Grease		0		0		0	0
22	5720 Tires/Batteries		0		0		0	0
23	57xx Other Supplies/Repair Parts		0		0			0
24	5910 Office Supplies		0		0			0
25	TOTAL SUPPLIES		0		0		0	0
26	7000 Other Expense/Adjustment		0		0		0	0
27	Bus Amortization		0		0		0	0
28	TOTAL EXPENDITURES		29,000		9,000		0	38,000
29	Total Annual Miles		750000		850000		0	
30	Total Riders Per the Count Week		4500		4750		0	
31	Total Fuel Consumed (in gallons)		115000		125000		0	
32	Miles per Gallon		6.52		6.80		0.00	

Click "Save" to save the data entered. Click "Submit to ISD" when form has been completed.

Click here to go to the Ridership Verification screen.

Enter Sec. 53a Ridership Verification

Save

Submit To ISD

Completing the Form. Enter your transportation expenditure data as applicable. Amounts should be rounded to the nearest dollar. Decimal amounts and the use of thousands separators, i.e., commas, will cause errors when you save or submit. You can navigate through cells by using the tab key or by selecting a specific cell with your mouse.

At any time, you can click on the line or column numbers to open a text box containing detailed line and column instructions. Program-related questions that cannot be answered through the provided support materials should be directed to Dianne Easterling, Michigan Department of Education, at 517-241-4517.

Like an Excel worksheet, the SE-4094 form auto-calculates certain cells based on the data entered. These cells are colored gray for easier identification. Auto-calculated fields are also locked. If a result does not match what you expected, review the cells used in the calculation and make changes as applicable. On the SE-4094, the following fields are auto-calculated:

Total Salaries	Line 6	Sum of lines 1-5
Total Non-Vehicle Related P/S	Line 12	Sum of lines 8-11
Total Vehicle Related P/S	Line 19	Sum of lines 13-18
Total Supplies	Line 25	Sum of lines 20-24
Total Expenditures	Line 28	Sum of lines 6, 7, 12, 19, 25, 26 and 27
Miles Per Gallon	Line 32	Total of line 29 divided by line 31
Total Column	Column 7	Sum of columns 2, 4 and 6

Users who have submitted the SE-4094 in the past may notice that there is no longer a FTE box for Line 27: Bus Amortization. These data are not required for the collection.

Ridership Verification. If your district indicates Section 53a transportation costs by entering a value in the "Total Riders Per the Count Week" cell (line 30, column 6), the names of the students claimed must be provided. To enter this data, click on the **Enter Sec. 53a Ridership Verification** button in the left corner of the screen.

This will take you to the Ridership Verification screen, as shown in the picture to the right. Enter last and first names for each student. When you have completed your entries, click **Save** and then **Previous** to return to the SE-4094 screen. The application will check to ensure that the number of students entered meet, at a minimum, the entry in the "Total Riders..." cell. Data cannot be submitted to the ISD until this qualification has been met.

This screen can be accessed directly by selecting Ridership Verification from the third drop-down menu.

Saving/Submitting Data. Click the **Save** button to save data in order to leave the application and return to complete your submission at a later time. When data entry has been completed, submit the data to the ISD for review by clicking the **Submit to ISD** button. Upon clicking the **Submit to ISD** button, the form is locked and no changes can be made unless an ISD user releases the form back to the district.

Reminder: If your account has been inactive for more than 20 minutes, your access authorization will end, and you must log in to the application again. Any form data entered at this point which had not been saved will be lost. With that in mind, it is highly recommended that users periodically save their data.

Your submission is not complete until the data have been submitted to the state by the ISD. The ISD user responsible for your district will review the data as submitted. It is recommended once the data have been submitted that users save a copy of the report for their records. To enable the form to print within the page margins, select the "print preview" option from the printer menu in Internet Explorer. When the preview window opens, select "Shrink to Fit" from the print size drop-down menu.

SE-4094 ISD-Level Access

The financial forms function of the FID is role based. This section of the User's Guide describes functions available to ISD-level users of the SE-4094 form.

The ISD-level role of the SE-4094 form comprises two functions. Like a district-level user, an ISD user can enter and submit the ISD's transportation expenditure data. ISD-level users also have the added ability of reviewing the data entries of their constituent districts and, if satisfied, completing the districts' submissions to the state.

Status List

Unique to ISD-level users is the status list function available from the third drop-down menu. From this screen, ISD-level users can view the current submission status of all of their constituent districts and complete the final submissions to the state. An example of the status screen is shown below:

SE-4094 Data Status by District Date: 06-27-2007

School District: 04000 ... Alpena-Montmorency-Alcona E User: Mary Fiscal Year: 2005-2006

Code	District Name	SE-4094 Form	Status	<input type="checkbox"/> Select All
01010	Alcona Comm		Submitted to ISD	<input type="checkbox"/> Approve/Reject
04000	Alpena-Montm		Incomplete	<input checked="" type="checkbox"/>
04010	Alpena Public Schools	View Form	Data Saved	<input checked="" type="checkbox"/>
04077	Happy Valley Schools	View Form	Incomplete	<input checked="" type="checkbox"/>
04901	Bingham Academy	View Form	Incomplete	<input checked="" type="checkbox"/>
60010	Atlanta Community Schools	View Form	Data Saved	<input checked="" type="checkbox"/>
		View Form	Incomplete	<input checked="" type="checkbox"/>

Submission status for each district. Click on link to view status history.

Check here to select the district(s) you wish to Reject or Submit. Then click the applicable button below.

Click here to view (and edit, if permission has been granted) district's SE-4094 form.

☐ Reject ☒ Submit To CEPI

Data submissions will fall into one of the following statuses:

- **Incomplete** Default. Indicates that no data have been entered and saved
- **Data Saved** Indicates data have been entered and saved
- **Submitted to ISD** Indicates data have been submitted to the ISD for review
- **Submitted to CEPI** Indicates ISD submitted district data to CEPI.
- **Returned to District by ISD** Indicates ISD user has unlocked the form to allow district user to make changes before submission can be completed.
- **Returned to District by State** Indicates state user has unlocked the form to allow district user to make changes before submission can be completed.

The district code, district name, and status columns on this screen are sortable by clicking on the column heading. Clicking on the **View Form** link adjacent to the district name will take you to the main form for that particular district in order to review what has been completed. You may also review the status history for a given district by clicking the status link adjacent to the **View Form** link.

When a file is in "Submitted to ISD" status, the ISD user can either reject the submission or finalize the

submission to CEPI. When a district user submits the data to the ISD, the form is locked to prevent future changes. If the ISD user spots an error, choosing to reject will unlock the form for the district user in order for the necessary corrections to be made. If the district user enabled the ISD edit option on the form, the ISD user will also have the option of making the necessary changes him or herself. If the district user did not enable the ISD edit option on the form, the ISD user must contact the district user to advise that changes are necessary.

By default, a red "x" is populated in the final column. This is an indication that the district submission is in a state other than "Submitted to ISD" or "Submitted to CEPI." At this point, there is no action for the ISD user to make. When the district has submitted to the ISD, the red "x" will change to a checkbox.

To reject or submit a form, select the checkbox for a particular district and then click on the appropriate button on the bottom of the screen. Multiple districts can be selected if the ISD user prefers to submit or reject files in bulk. Click the "Select All" option in column header row if you wish to reject or submit all district files simultaneously.

When the "Submit to CEPI" button is selected for a district, the status will change and the checkbox will become a green checkmark. Only when all the districts on the status screen have green checkmarks is the submission process complete.

SE-4094 Form (ISD View)

ISD users have view access to the forms of their own district and each of their constituents, which can be accessed through the status list screen as described previously, or by selecting "main form" from the third drop-down menu. The form itself is the same for both district- and ISD-level users; the difference lies in the functionality available to ISD users.

The screenshot displays the 'State Administrator and ISD Access to District Forms' interface. At the top, there is a header bar. Below it, a 'District:' dropdown menu is set to '23060 Grand Ledge Public Schools'. To the right of this is a checkbox labeled 'Check if this district does not operate any transportation services'. Below the dropdown, the 'Submission Status' is shown as 'Submitted to ISD' in blue text, with a timestamp 'As of 6/28/2007 1:16:50 PM by John Smith'. A red error message states 'This district has not granted the ISD permission to edit data. **' with a link 'View Allowable COA' below it. On the left, a callout box says 'Checkmark here indicates no transportation services.' On the right, another callout box points to the dropdown menu, saying 'District indicator and drop-down menu.' A green checkmark is visible on the far right.

The SE-4094 form for ISD users contains a district indicator, which is a drop-down menu that allows you to navigate through all of the ISD's district forms easily without having to go back to the status list screen. If a district indicated no transportation services, the applicable checkbox will be "checked" and the form will be clear of data when you view the district's "Main Form" from the third drop-down menu.

District users have the ability to grant edit privileges to the ISD by highlighting an indicator box within the submission status box. If the ISD does not have edit access to a form, this will be indicated directly below the submission status box, as shown above. Without this permission, an ISD cannot edit a constituent form. Please refer to the district-level instructions for guidelines on entering data.

The ISD-level form contains functionality buttons on the bottom of the screen from which a user can individually release a form back to the district user or, if satisfied, submit the form to CEPI. The district user must be contacted by the ISD user if a form requires revisions.